

Retention and Classification Report

Agency: Ogden (Utah). Cemetery Superintendent (1625)

, UT

Records Officer

13559	Burial records
05665	Cemetery lot index

AGENCY: Ogden (Utah). Cemetery Superintendent

SERIES: 13559

3

TITLE: Burial records

DATES: 1920-

ARRANGEMENT: Chronological.

DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Cemetery Superintendent

SERIES: 5665

3

TITLE: Cemetery lot index

DATES:

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 8.

AUTHORIZED: //

FORMAT MANAGEMENT:

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APPRAISAL:

PRIMARY CLASSIFICATION:

Public